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# MEMORANDUM

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Date: August 22, 2018

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **High Intensity Drug Trafficking Area (HIDTA) Grant**

On August 10, 2018 I asked the Sheriff to provide additional information regarding the HIDTA grants that were on the Board of Supervisors Agenda and continued to the September 4, 2018 Board Meeting. (Attachment 1)

The Sheriff responded on August 14, 2018 in the attached memorandum. (Attachment 2)

I asked for additional clarification regarding this grant and the answers were provided in an August 16, 2018 memorandum from Chief Karl Woolridge. (Attachment 3)

Related to all federal and state grants in general, I have asked for organizational clarification regarding particular assignments of deputies to various state and federal grant law enforcement programs such as Operation Stonegarden, HIDTA, the Counter Narcotics Alliance, Drug Enforcement Administration and other. This information would help navigate the purpose and personnel commitments made to federal and state grants. While this information is supplemental, it should not affect the HIDTA grant. (Attachment 4)

I continue to recommend the Board approve the HIDTA grants as submitted.

CHH/anc

Attachments

c: The Honorable Mark Napier, Pima County Sheriff

# ATTACHMENT 1




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# MEMORANDUM

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Date: August 10, 2018

To: The Honorable Mark Napier  
Pima County Sheriff

From: C.H. Huckelberry  
County Administrator 

Re: **Additional Information on High Intensity Drug Trafficking Areas (HIDTA) Grants**

As I understand, the HIDTA grants provides an additional \$675,003 to an already previously awarded grant of \$363,463, for a total of \$1,038, 466, for the purpose of funding a number of initiatives and personnel as identified in attachments to the grant. It would be helpful to have a more detailed explanation of all of the purposes of the HIDTA grant. Please answer the following questions:

- 1) I am unclear as to whether these personnel are County personnel, law enforcement personnel, civilians, or both. How many County employees and what classifications are under the grant?
- 2) Where are the personnel located and in what office?
- 3) Is the office for these personnel a Pima County facility or other?
- 4) Who directly supervises the HIDTA grant personnel?
- 5) It would be helpful to determine how many Pima County Sheriff's Department (PCSD) law enforcement positions are involved in the HIDTA grant program, and if all their costs are fully reimbursed. Do we have any County staff, law enforcement staff, law enforcement supervisors or detectives, working in this program area who are not being reimbursed?
- 6) In addition, the material submitted for the grant enumerates \$363,463, while a separate submission states \$675,003. What is the reason for the separate submittals? The grant period appears to begin and be retroactive to January 1, 2018. The awards were submitted and requested for the Board of Supervisors March 20, 2018 meeting, what delayed the submission to the Board?

The Honorable Mark Napier, Pima County Sheriff

Re: **Additional Information on High Intensity Drug Trafficking Areas (HIDTA) Grants**

August 10, 2018

Page 2

- 7) It would also be appropriate to explain the history of HIDTA grants and the Counter Narcotics Alliance. Who is the lead agency regarding the Alliance and what other law enforcement agencies participate? Do other participating law enforcement entities have law enforcement or civilian staff participating in the program? Are they fully reimbursed for their expenses?

This matter is scheduled to be reconsidered by the Board at their September 4, 2018 Board of Supervisors Meeting. It would be appropriate to have a more detailed description of this grant, the various programs that are supported by it, how they are interrelated to law enforcement on a regional scale, who the regional participants are, and the method of payment for assigned staff.

CHH/anc

c: The Honorable Chairman and Members, Pima County Board of Supervisors  
John Voorhees, Assistant County Administrator

# ATTACHMENT 2



## PIMA COUNTY SHERIFF'S DEPARTMENT

Mark D. Napier, Sheriff

# M E M O R A N D U M

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Date: August 14, 2018  
To: Mr. C. H. Huckelberry, County Administrator  
From: Sheriff Mark D. Napier  
Subject: August 10 Memorandum, Additional Information on HIDTA Grants

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In response to your inquiry of August 10, 2018, please refer to the following:

- 1) I am unclear as to whether these personnel are County personnel, law enforcement personnel, civilians, or both. How many County employees and what classifications are under the grant?
  - a. **Ten (10) Sheriff's Department employees are funded by HIDTA, three (3) County Attorney employees, and overtime for the Adult Probation Department. This memorandum will address Sheriff's Department employees only. See Attachment A for additional details.**
- 2) Where are the personnel located and in what office?
  - a. **See Attachment A.**
- 3) Is the office for these personnel a Pima County facility or other?
  - a. **Other, see Attachment A.**
- 4) Who directly supervises the HIDTA grant personnel?
  - a. **All Pima County staff assigned to the HIDTA facility report to Sgt. Lopiccio; however, they may receive operational direction from other HIDTA supervisors. Sgt. Bob Svec administratively supervises staff assigned to DEA but operational supervision comes from DEA Group Supervisors.**
- 5) It would be helpful to determine how many Pima County Sheriff's Department (PCSD) law enforcement positions are involved in the HIDTA grant program, and if all their costs are fully reimbursed. Do we have any County staff, law enforcement staff, law enforcement supervisors or detectives, working in this program area who are not being reimbursed?
  - a. **Two (2) commissioned members of the Sheriff's Department are funded by the HIDTA grant. Reimbursement for benefits is limited to 20% for deputies, attorneys and paralegals.**
- 6) In addition, the material submitted for the grant enumerates \$363,463, while a separate submission states \$ 675,003. What is the reason for the separate submittals? The grant period appears to begin and be retroactive to January 1, 2018. The awards were submitted and requested for the Board of Supervisors March 20, 2018 meeting, what delayed the submission to the Board?

- a. **The Office of Narcotic Drug Control Policy (ONDCP) approved \$1,038,466 for Pima County during the 2018 Fiscal Year (FY) grant cycle.**
  - i. **ONDCP released 35%, or \$363,463, of the FY 2018 funding on February 26, 2018. The item had been placed on the consent calendar of the March 20 Board of Supervisors meeting.**
  - ii. **The remaining 65%, or \$675,003, was released on May 29, 2018, the County Attorney approved to form on May 30, and Sheriff's Department Financial Services staff requested through the Grants Management Office that the Board of Supervisor approval be placed on the June 12 meeting.**
  
- 7) It would also be appropriate to explain the history of HIDTA grants and the Counter Narcotics Alliance. Who is the lead agency regarding the Alliance and what other law enforcement agencies participate? Do other participating law enforcement entities have law enforcement or civilian staff participating in the program? Are they fully reimbursed for their expenses?
  - a. **Captain John Leavitt, Tucson Police Department/CNA Commander, provide Attachment B which answers this item. I have also provided an organizational chart of CNA, Attachment C.**

MDN/det

Attachments

## Attachment A

<b>Employee Type</b>	<b>Name</b>	<b>Classification</b>	<b>Work Location</b>
<b>Civilians (8)</b>	John Arnold	EDP Technical Support Specialist (1451)	HIDTA - Marana
	Christine Travers	Special Staff Assistant (7020)	HIDTA - Marana
	Kaitlin Leonardi	Program Specialist-Unclassified (7136)	HIDTA - Marana
	Duane Lopez	Program Specialist-Unclassified (7136)	HIDTA - Marana
	Brian Smith	Program Specialist-Unclassified (7136)	HIDTA - Marana
	Reid Broderick	Public Safety Support Specialist (3530)	DEA - Tucson
	Susanne DeAlba	Admin Support Specialist (1171)	DEA - Tucson
	Jaime Carpenter	Finance Investigator (1369)	HIDTA - Marana
<b>Law Enforcement Officers (2)</b>	Sgt Charles Lopiccio	Sergeant (3212)	HIDTA - Marana
	Deputy Scott Shafer	Deputy Sheriff (3212)	DEA - Tucson
<b>PCAO Attorney (1)</b>	Chris Ward	Attorney-Unclassified (7660)	HIDTA - Marana
<b>PCAO Paralegal (1)</b>	Debra Gilbert	Paralegal (3145)	HIDTA - Marana
<b>PCAO Law Enforcement Officer (1)</b>	Fabian Pacheco	Criminal Investigator (3147)	HIDTA - Marana



## Attachment B

The Counter Narcotics Alliance (CNA) is a multi-jurisdictional drug task force operating in the Pima County and Greater Tucson area. Each member agency assists through staffing, facilities, or administrative processes, and each plays a role in the collective success of CNA. Current local jurisdictional member agencies include the Tucson Police Department, Pima County Sheriff's Department, Pima County Attorney's Office, Marana Police Department, and the University of Arizona. Tucson Police Department is the lead agency associated with the task force. The state partners include Arizona Department of Public Safety, Arizona Attorney General, and the Arizona Criminal Justice Commission. Federal Partners include Drug Enforcement Administration; Arizona High Intensity Drug Trafficking Area (HIDTA)/Office of National Drug Control Policy (ONDCP); and Homeland Security Investigations (HSI), CNA has five objectives:

- to reduce the rate of crime associated with drug trafficking and drug use
- to implement strategies to interdict the availability and flow of illicit drugs and the profits from these activities
- to employ investigative techniques that target offenders, locations, and organizations involved in illicit narcotics activities
- to utilize intelligence-driven law enforcement planning to coordinate and maximize the collaborative resources available
- to work towards the reduction in demand, availability, and chronic use of drugs

CNA is an investigative initiative that also conducts interdiction operations and financial investigations when appropriate. It employs all methods of narcotic investigation and interdiction, ranging from undercover street enforcement to Title 3 intercepts, both at the local and international drug trafficking organizations (DTO) and money laundering operations (MLO) levels. Arizona's proximity to the border makes the CNA a first line of defense against the growing drug trade throughout the United States. As such, the CNA seizes and interrupts a broad range of drugs including marijuana, cocaine, heroin, meth, fentanyl, and pharmaceutical drugs.

Overall funding supports all or portions of sworn and professional staff positions assigned to the task force. Here's a breakout of the funding sources:

**CNA Funding:** CNA encompasses funding from three primary sources; HIDTA, Byrne/JAG and CNA's Asset Forfeitures known as RICO funding. Historically, neither the Byrne/JAG or HIDTA funding pays for all costs associated with their respective awards. For this reason, CNA uses its RICO revenues to both support underfunded personnel cost associated with these grants and non-grant funded costs associated with daily operational costs of the task force.

**HIDTA Funding:** The Arizona Southwest Border HIDTA Program is overseen by the Arizona HIDTA Board and has been funding personnel and equipment for CNA activities since its inception by the US Congress Anti-Drug Abuse Act of 1988. CNA was established as a multi-agency task force in 2003. This funding provides support for approximately one third of the required CNA annual costs. Historically, HIDTA grants awarded to fund CNA personnel and equipment requirements. The HIDTA grant provides funding for eleven positions including four professional staff and seven sworn positions.

The four Professional Staff positions include one financial analyst, one electronics technician, one attorney and one legal administrator. Funding for these positions includes both salary and employee related expenditures (ERE). Currently, HIDTA funds 100% of the salaries and 15% of the associated ERE. By HIDTA Board decision, the jurisdiction containing the assigned employee pays the remaining 85% ERE

requirement. For the HIDTA 2018 cycle, this cost is paid by the City of Tucson for the financial analyst and electronics technician. Pima County Attorney's Office pays these costs for the attorney and legal administrator.

Similar to the professional staff funding, the jurisdiction containing the assigned employee pays the remaining 85% ERE requirement for sworn personnel. The seven sworn positions include one officer from Marana Police Department; two officers from AzDPS; two officers from Oro Valley; and one officer and one sergeant from Tucson Police Department. HIDTA funds 100% of the salary for these sworn and 15% of the ERE.

The HIDTA 2018 Cycle ends on December 31, 2018. The total funding for this cycle is \$956,319. The HIDTA 2019 Cycle beginning on January 1, 2019 eliminates funding for both AzDPS and Oro Valley assignments since they no longer provide direct support to task force. The total funding for this cycle is \$860,378.

In addition to the funding mentioned above, HIDTA also provides CNA overtime (\$193,012) related funding for all personnel that qualify for HIDTA Cycle 2018. CNA pays for all ERE costs associated with overtime using its RICO account.

**State Byrne/JAG Program Funding:** CNA also receives funding from the US Justice Department Byrne/JAG Program administered at the State. The State Advisory Agency for this funding is the Arizona Criminal Justice Commission (ACJC). In FY 2019 The Byrne/JAG award provides a portion of the required funding for fourteen sworn and professional staff positions. Personnel costs associated with, but not adequately covered by the Byrne/JAG award amounts are paid by the City of Tucson for TPD assigned sworn personnel. CNA pays the remaining costs (overages) associated with assigned TPD and U of A professional staff. In addition, by agreement, CNA pays for overages associated with sworn personnel from Marana PD and U of A PD.

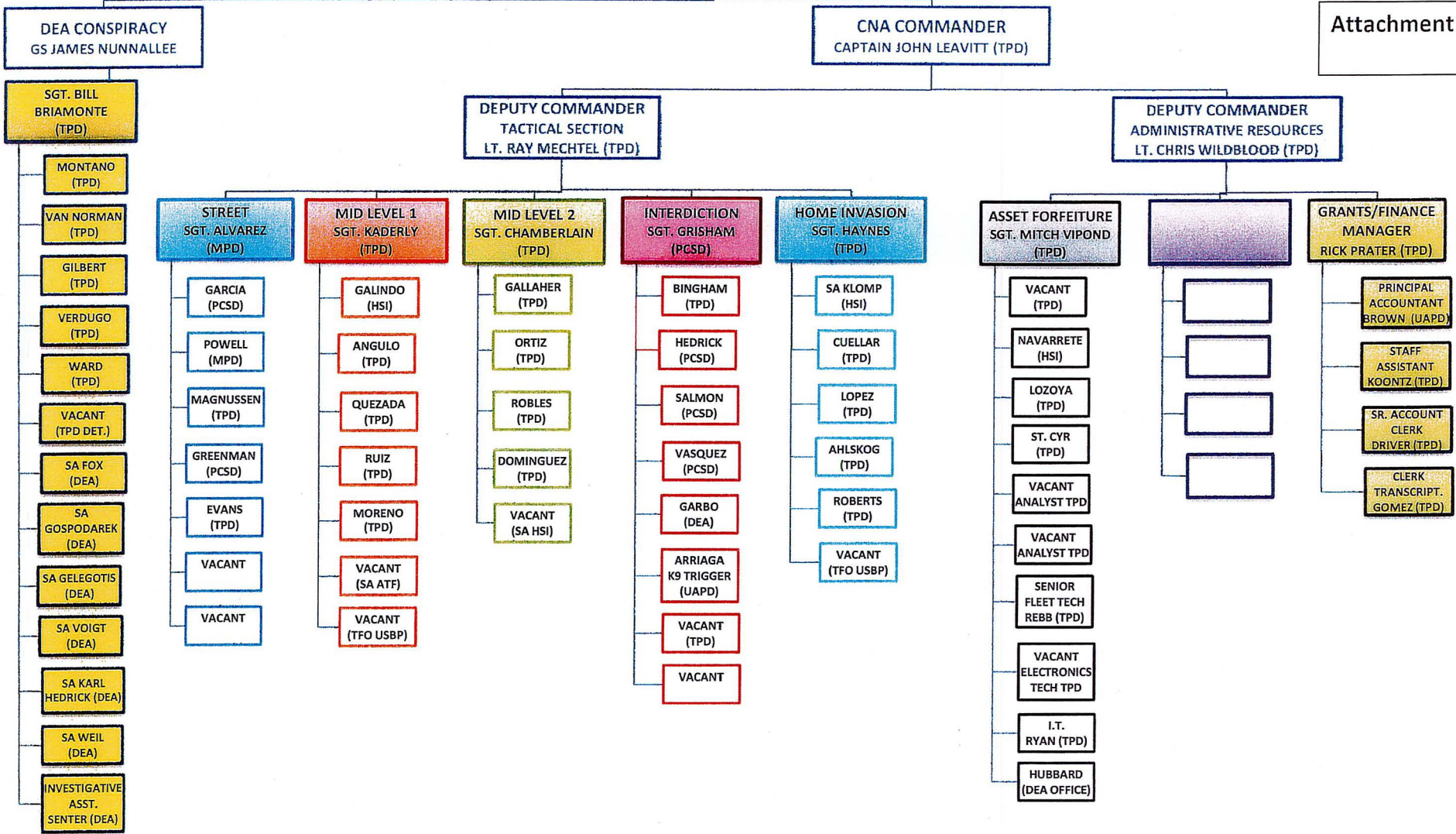
**Assigned Jurisdiction Direct Funding:** Participating jurisdictions pay some direct costs associated with CNA activities. The City of Tucson pays for 85% of the Employee Related Expenses associated with the HIDTA funded positions for both sworn and professional staff; as well as Byrne/JAG costs mentioned above. The Town of Marana pays for 85% of associated ERE costs relating to the Marana PD related HIDTA funded sworn position. Pima County Attorney's Office pays for 85% of associated ERE costs based on HIDTA funding.



# CNA BOARD of DIRECTORS



Attachment C



# ATTACHMENT 3



## PIMA COUNTY SHERIFF'S DEPARTMENT

Mark D. Napier, Sheriff

# M E M O R A N D U M

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Date: August 16, 2018  
To: Mr. C. H. Huckelberry, County Administrator  
From: Chief K. Woolridge, Operations Bureau  
Subject: Additional Information on HIDTA Grants

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This purpose of this memorandum is to provide the requested additional information regarding the Sheriff's Department employees funded by HIDTA grants.

In a memorandum dated August 14, 2018, the Sheriff's Department identified ten of its employees and three County Attorney employees whose positions are funded through HIDTA. The list of employees on that memorandum's "Attachment A" includes Sgt. Charles Lopiccolo and Deputy Scott Schafer. The list further identifies work locations for all employees as either "HIDTA-Marana" or "DEA-Tucson."

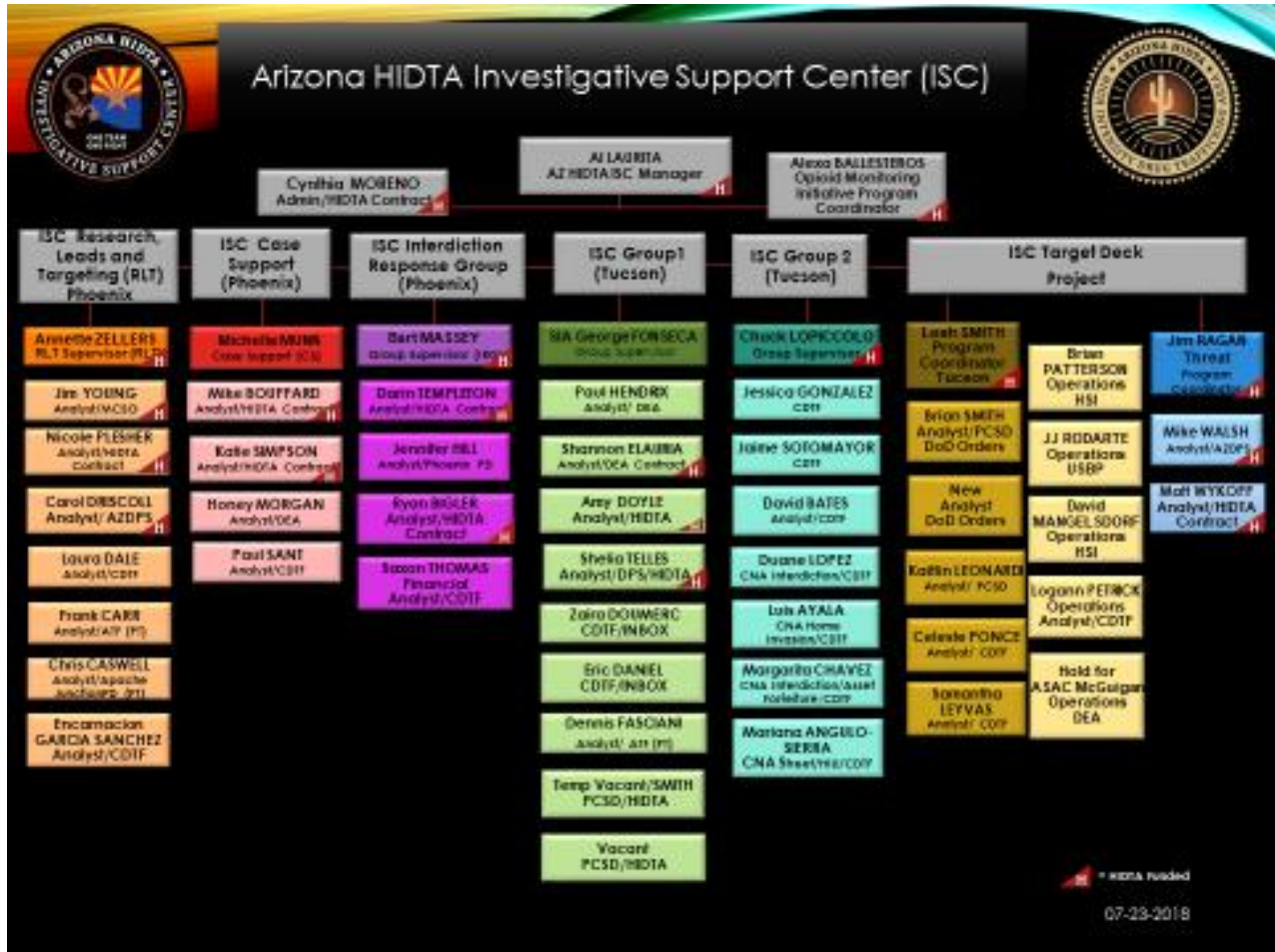
None of the listed County employees appears on the Counter Narcotics Alliance (CNA) Organizational chart included with the memorandum and identified as "Attachment C." The organizational chart was intended to illustrate the participating members in CNA in response to question # 7 from your earlier memorandum. The Sheriff's Department has five commissioned personnel assigned to CNA including Sgt. Grisham, Deputy Hedrick, Deputy Salmon, Deputy Vasquez, and Deputy Garcia. None of these personnel are HIDTA funded.

I have attached an organizational chart for the Arizona HIDTA Investigative Support Center (ISC). This entity is housed at the CNA headquarters in Marana, but is a separate and distinct organization. Sgt. Lopiccolo is the ISC Group 2 supervisor and six of the HIDTA funded civilian employees provide administrative support to this effort (although only two are listed on this org chart). Sgt. Lopiccolo and these civilians are not assigned to CNA and do not appear on that organizational chart.

Deputy Schaefer, Mr. Broderick, and Ms. DeAlba's positions are also HIDTA funded. They are assigned to a DEA Task Force working from the DEA's Tucson office. Deputy Shafer is a Task Force Officer while DeAlba and Broderick provide administrative support. Deputy Shafer, Mr. Broderick, and Ms. DeAlba are not assigned to CNA and do not appear on that organizational chart.

Please contact me if I can be of further assistance.

**Attachment**



# ATTACHMENT 4



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# MEMORANDUM

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Date: August 21, 2018

To: Karl Woolridge, Chief  
Operations Bureau  
Pima County Sheriff

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Your August 16, 2018 Memorandum Regarding Additional Information on High Intensity Drug Trafficking Area (HIDTA) Grants**

I appreciate your August 16, 2018 memorandum regarding HIDTA grants. The information is helpful and I will forward it to the Board of Supervisors for their consideration of the HIDTA grant approvals on September 4, 2018. I will compare the information to that submitted in the budget for various grants and supplemental funding for the Sheriff's Department.

I also recently approved drug enforcement agency grants. As you know, we have dealt with HIDTA, the Counter Narcotics Alliance (CNA) and many more agencies. However, I believe it is confusing for both the Board of Supervisors and the public in understanding the mission objectives of the Sheriff. What may be helpful, would be to establish a comprehensive organizational diagram of law enforcement personnel and their particular assignments (Operation Stonegarden, HIDTA, Drug Enforcement Administration (DEA), CNA or any of the other agencies).

I believe my main concern would be whether the mission objectives of these particular agencies parallel and compliment a local law enforcement agency designed to provide law enforcement services for area residents.

If possible, could your Department provide a comprehensive review of all grant positions, their assignments, their purpose and the supervising entity or agency before the September 4, 2018 meeting to identify how these particular programs correspond with local law enforcement objectives?

CHH/anc

Attachment

c: The Honorable Chairman and Members, Pima County Board of Supervisors  
The Honorable Mark Napier, Pima County Sheriff





## PIMA COUNTY SHERIFF'S DEPARTMENT

Mark D. Napier, Sheriff

# M E M O R A N D U M

---

Date: August 16, 2018  
To: Mr. C. H. Huckelberry, County Administrator  
From: Chief K. Woolridge, Operations Bureau  
Subject: Additional Information on HIDTA Grants

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**Attachment**

